

# Voice Mail Only User Guide

You will receive a new PIN to access your new voice mailbox via email.

To access the new voice mail system:

- From on campus - you will dial **4444** from your phone.
- From off campus - dial your own phone number, wait 4 rings and press \* when the greeting plays.

The first time you log in the system will walk you through resetting your PIN, recording your name and recording your greeting.

## Phone Access

### Mailbox Log On

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- Access your mailbox from your phone
- Dial 4444
  - Hear your name
  - Enter your PIN and press #

Or, you can enter your PIN and press # immediately after "Welcome"

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### Touchtone Interface

Touchtone Interface	
<b>Main Menu</b>	You can press:  1 - Voice Mail 4 - Find a Contact 5 - Compose a Voice Message 6 - Personal Options 0 - Repeat Menu

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If you select **Voice Mail** Voice mail messages are played, with "from" and "date" indicated.

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If you select <b>Personal Options</b>	You can press:  1 - Turn On/Off Telephone Out of Office Status 2 - Record Greetings 3 - Change PIN 4 - Use the Touchtone or Voice Interface 5 - Set Local Time Zone 6 - Use 12- or 24-Hour Time Format * - Return to Main Menu 0 - Repeat This Menu
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If you press 2 to  
**Record Greetings**

You can press:

- 1 - Record Personal Greeting
- 2 - Record Out of Office Greeting
- 3 - Record Your Name (Voice Signature)
- \* - Cancel
- 0 - Repeat this menu

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**While** Listening to  
Voice Mail Message

You can press:

- 1 - Rewind (rewinds a few seconds)
- 11 - Repeat (goes back to beginning)
- 2 - Pause (press any key to continue)
- 3 - Fast Forward
- 33 - Skip to End
- 4 - Slower
- 6 - Faster

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**While or After**  
Listening to Voice Mail  
Message

- # - Next Message
- 44 - Flag for Follow-up
- 5 - Envelope Information [\(a\)](#)
- 7 - Delete
- \*7 - Restore
- 8 - Reply [\(b\)](#)
- 9 - Mark as unread
- 0 - Repeat this menu
- \* (star) - Exit to Main Menu
- 00 - More Options

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**After** Listening to Voice  
Mail Message

- 1 - Replay message
- 11 - Previous Message
- 2 - Call this contact
- 6 - Forward Message [\(c\)](#)

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Notes:

- a. Envelope includes date/time/from/length
- b. Reply allows you to send a reply message to the caller's mailbox, if the caller is also an Exchange subscriber.
- c. Forward Message forwards the current message to the mailbox of another Exchange subscriber or an external email address.

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Message Waiting  
Indicator (MWI)

"On" with each new message; "off " when all new messages are played.

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## PLAYBACK CONTROLS

Use these controls **while** listening to a voice message.

	REWIND	PAUSE	FORWARD
<b>Position</b>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>
	SLOWER	ENVELOPE	FASTER
<b>Speed</b>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="6"/>
	DELETE	REPLY	MARK AS UNREAD
	<input type="text" value="7"/>	<input type="text" value="8"/>	<input type="text" value="9"/>
		PLAYBACK MENU	NEXT MESSAGE
	<input type="text" value="*/"/>	<input type="text" value="0"/>	<input type="text" value="#"/>

## PLAYBACK CONTROLS

Use these controls **after** listening to a voice message.

	REPLAY	CALL	
<b>Position</b>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>
		ENVELOPE	FORWARD
<b>Speed</b>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="6"/>
	DELETE	REPLY	MARK AS UNREAD
	<input type="text" value="7"/>	<input type="text" value="8"/>	<input type="text" value="9"/>
	EXIT	REPEAT MENU	NEXT MESSAGE
	<input type="text" value="*/"/>	<input type="text" value="0"/>	<input type="text" value="#"/>

